

Meeting Date: November 14, 2017



Agenda Item #: 8C

CITY COUNCIL AGENDA ITEM

Contact Information:			
Contact Name:	David Santiago, CPPB	Dept. Director:	Christine Davis
Contact Number:	386-775-5440/5432	City Manager:	Dale Arrington

Type of Item:					
<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Ordinance First Reading	<input type="checkbox"/>	Public Hearing
<input type="checkbox"/>	Council Approval	<input type="checkbox"/>	Ordinance Second Reading	<input type="checkbox"/>	Resolution
<input checked="" type="checkbox"/>	Discussion & Action	<input type="checkbox"/>	Presentation	<input type="checkbox"/>	Workshop

SUBJECT: **Approval Contractual Services for FEMA Public Assistance Consulting Services with Tetra Tech, Inc., Hurricane IRMA**

BACKGROUND:

As a result of Hurricane Irma, staff is requesting authorization to procure the services of Tetra Tech, Inc., to provide assistance with the City's FEMA public assistance claims process. This procurement is available through piggy-back, in that, Tetra Tech, Inc., was awarded a Volusia County contract under RSQ 17-SQ-43BB for Disaster Cost Recovery and Related Grant and Project Management Services.

At staff's request, Tetra Tech has submitted a detailed proposal for consideration.

A summary of the Scope of Work will include, but is not limited to:

- Documentation collection and desktop review
- Data entry and reconciliation
- Complete force account summary record(s)
- Project worksheet development damage description and dimensions, scope of work and site visits

The FEMA public assistance claims process is complex and labor intensive. Tetra Tech will provide administrative and professional support in an effort to augment City resources and to ensure maximum reimbursement for disaster related expenditures.

COUNCIL DISTRICT:

City Wide

RECOMMENDATIONS:

Approve FEMA Public Assistance Consulting Services with Tetra Tech for a Not-to-Exceed amount of \$43,965.00 and authorize the City Manager to execute the Agreement.

ATTACHMENTS:

1 – Tetra Tech, Inc., Draft Proposal

FINANCIAL IMPACT:

The Fiscal Year 2017/2018 Budget will need to be amended by \$43,965.00. It is anticipated that direct administrative costs billed by Tetra Tech, Inc., will be largely reimbursed by FEMA (75%) and by the State (12.5%). The City will be responsible for the remaining direct administrative costs (12.5%) and minimal indirect costs that are not FEMA reimbursable.

STRATEGIC PLAN:

This action supports the City's Priorities and Goals; Strengthen Quality of Life, Promote Public Safety.

Proposal to the City of Orange City, Florida for FEMA Public Assistance Consulting Services

Submitted to:

Dave Santiago
Purchasing Manager
City of Orange City
Phone: 386-775-5440
Email: dsantiago@ourorangecity.com

Submitted by:

Technical representative:

Ms. Kalindi Fitch
2301 Lucien Way, Suite 120
Maitland, FL 32751
Phone: (321) 441-8513
Fax: (321) 441-8501
E-mail: kalindi.fitch@TetraTech.com

Contractual representative:

Ms. Betty Kamara
2301 Lucien Way, Suite 120
Maitland, FL 32751
Phone: (321) 441-8518
Fax: (321) 441-8501
E-mail: betty.kamara@TetraTech.com

A. Introduction

The City of Orange City is one of several communities within the State of Florida recently impacted by Hurricane Irma (DR-4337). The incident period for DR-4337 begins on September 4, 2017.

As a result of this disaster, the City is seeking staff from Tetra Tech to provide staff augmentation to assist the city with their FEMA Public Assistance claims process.

B. Scope of Work

1. Project Listing Development and Project Formulation

1.1 Documentation Collection and Desktop Review

Upon issuance of a Notice to Proceed, the City will provide Tetra Tech with its list of damages and projects, force account labor, equipment, material and invoice records directly related to Hurricane Irma costs and for which the City is seeking reimbursement for via FEMA's Public Assistance program. Upon receipt of this documentation, Tetra Tech will provide one (1) staff member to work on-site for up to a two-week period to conduct a preliminary desktop review of the data to identify systematic data/information deficiencies that would impact data entry and reconciliation and the creation of force account summary records. Any identified issues or deficiencies will be reported to the City's Project Sponsor for resolution.

During this task, Tetra Tech will scan and organize the files provided by the City. This will include a process whereby we rename, file and archive this data in accordance with disaster documentation best practices.

1.2 Data Entry and Reconciliation

Upon digitization of the force account documentation, Tetra Tech will begin the process of entering and reconciling each force account records in our RecoveryTrac™ database consistent with FEMA PA Force Account Summary Requirements. Should documentation issues or deficiencies be further identified during the data entry and reconciliation process, they will be reported to the City's Project Sponsor for resolution.

1.3 Complete Force Account Summary Record(s)

At the completion of the data entry and reconciliation process, Tetra Tech will create a report off of the force account data input for each project for emergency or permanent work. This report will serve as the completed force account summary record by project and will quantify force account costs by category (labor, equipment, materials). The force account summary report will be submitted to the City's Project Sponsor upon completion for final review and acceptance.

1.4 Project Worksheet Development: Damage Description and Dimensions (DDD), Scope of Work (SOW), and Site Visits

Tetra Tech will assign staff to conduct a site visit to each of the damaged facilities. Our staff will be accompanied by a City staff member who is familiar with the site. During the site visit, our staff will utilize our RecoveryTrac™ handheld unit to collect information on the type and amount of damage at each site, geocode each damage sub-site and photograph the damage area(s). To the extent that the City can provide this information, site visits and the use of handled units may only be used on an as-needed basis to supplement documentation not provided by the City.

This information will be reviewed and organized in our RecoveryTrac™ database and presented to the City in the form of a draft project worksheet. This information will include a summary of damage at each site (DDD and SOW

Proposal

October 12, 2017



for repair) and estimated cost to restore the facility to its pre-disaster condition along with GPS coordinates, flood zone maps (FIRMette), location maps, and pictures. Each package will then be presented to the City for comment and approval. Upon approval by the City, Tetra Tech will work with the City to submit the PW packages to FEMA.

Deliverables:

1. Force Account Summary Record
2. Project Worksheet Documentation Packages (DDD and SOW)

2. Executive Assistance

The Tetra Tech team will provide executive assistance as City staff and leadership encounter overarching, complex recovery issues. Executive assistance is defined as support for broad disaster-related issues directly associated with the Stafford Act, FEMA PA, FHWA ER, and HUD CDBG-DR programs that may have an impact on one or more projects or the Parish as a whole as well as additional technical resources related to the scope of the project, state law, or federal law unrelated to the FEMA PA Program or Substantial Damage process.

The Tetra Tech PM will act as the gatekeeper for Tetra Tech involvement in such tasks and provide visibility to activities, meetings, and accomplishments in the Tetra Tech team weekly reports. Support for these activities will be tracked separately from the FEMA PA Program unless the activities specifically relate to them.

C. Project Cost

Time shall be charged based on actual hours worked, up to the set cap below.

Labor Category	Hourly Rate	Est. Number of Hours	Est. Cost
Grant Management Consultant	\$150.00	90	\$13,500.00
Senior Analyst	\$110.00	260	\$28,600.00
Expenses			\$1,865.00
		TOTAL	\$43,965.00

D. Project Schedule

Tetra Tech anticipates a period of performance of approximately four (4) months. A renewal or extension to the contract/Task Order may be granted if agreed to by the City of Orange City and Tetra Tech.

E. Assumptions

The scope of services and project costs shown above were developed with the following assumptions and exclusions:

- **Project Sponsor.** The City will assign a primary point of contact to serve as project sponsor to address administrative and functional issues.
- **Access to Materials.** Documentation pertinent to the execution of this project should be made available to Tetra Tech for review in electronic format within five business days of the request from Tetra Tech.
- **Access to Key Personnel.** Availability of City key personnel is critical to obtaining the information required for the overall success of this project. Information presented by key personnel will be accepted as factual and no confirmation will be made.

Proposal

October 12, 2017



- **Work Location/Meeting Space.** City will provide on-site workspace during the trips schedule by Tetra Tech.
- **Proposal.** This proposal is based on our current understanding of the project and revisions will be subject to mutual agreement on the final work scope/schedule and other technical/management requirements desired by the City. The final approved proposal should be part of the awarded contract/purchase order by reference or incorporated as an exhibit.
- **Remote Assistance.** Tetra Tech shall complete the majority of the documentation collection and organization remotely.
- **Direct Administrative Cost (DAC).** Tetra Tech will track time consistent with FEMA Policy and provide the City with the support documentation to submit Tetra Tech costs for reimbursement under the DAC program.
- **Indirect Costs.** Costs associated with general program delivery that cannot be attributed to project delivery as DAC are known as indirect project costs. . Such costs include project setup, status meetings, status reporting, accounting, and program management. These types of costs are not typically reimbursable under the FEMA Public Assistance program. To the extent possible, Tetra Tech will minimize indirect costs.